

**AD HOC ADVISORY COMMITTEE MEETING FOR
PROFESSIONAL GEOLOGISTS, HYDROLOGISTS AND SOIL SCIENTISTS
MINUTES
MADISON, WISCONSIN
FEBRUARY 10, 1999**

PRESENT: Joan Underwood, Fred Birts, Thomas Evans, David Mickelson, Stephen Donohue, Herbert Garn, Roger Hall, Robert Karnauskas, Patrick McGuire, and E. Jerry Tyler

ABSENT: Wayne Lindgren

STAFF PRESENT: Alfred Hall, Jan Bobholz; Marlene Cummings, Wayne Austin, Clete Hansen, Darwin Tichenor and other Department staff were present for portions of the meeting.

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Alfred Hall, Bureau Director. A quorum of 10 members was present.

AGENDA

The agenda was adopted by consensus.

ADMINISTRATIVE REPORT

Secretary Cummings' Report

Secretary Marlene Cummings welcomed the Ad Hoc Committee members and introduced June Suhling, Deputy Secretary, and Wayne Austin, Legal Counsel.

Secretary Cummings passed out her Timelines in the Enforcement Complaint Handling Process to the committee members. She explained that the policy was authorized to improve the efficiency and effectiveness of the complaint handling process by the department establishing timelines for each step of the complaint process.

Department Strategic Business Plan

An overview of the Department of Regulation and Licensing Strategic Business Plan was given by Secretary Marlene Cummings.

Bureau Director's Report

• **Joint Board Roster**

The Board received a copy of the Joint Board membership roster. Noted.

- **Open Meetings Guidelines**

Mr. Hall emphasized that the law requires all governmental meetings to be publicly noticed at least 24 hours before a proposed meeting.

- **Discussion of Proposed 1999 Meeting Dates**

The Ad Hoc Committee chose the following dates for meetings: March 2, 1999; March 15, 1999, March 30, 1999 (tentative). All meetings will begin at 8:30 a.m.

- **Department Organizational Chart**

An overview of the department's divisions and bureaus was given.

- **Application Review Process and Update**

Judy Menders and Patty Williams were introduced. Judy Menders explained how staff are processing applications for review.

MOTION: Joan Underwood moved, seconded by David Mickelson, to recommend to Secretary Cummings that educational coursework be compiled from colleges and universities to evaluate core subject areas for hydrology and soil science. Motion carried unanimously.

MOTION: Joan Underwood moved, seconded by Robert Karnauskas, to recommend to Secretary Cummings that qualifying experience does not start until after receipt of the bachelor's degree with a major that is consistent with the specific profession. Motion carried unanimously.

- **Reimbursement Policy**

Members will be reimbursed for reasonable expenses for mileage and meals, if they are not provided at the meeting. A telephone conference option was explained for those members not able to attend the meeting in person.

- **Hydrologist Application**

Noted.

- **Soil Scientist Application**

Noted.

THE ROLE OF DEPARTMENT LEGAL COUNSEL AND BOARD LEGAL SERVICES ROLES

Legal Counsel and Board Legal Services roles were explained.

LEGISLATIVE UPDATE

Chapter 470, as created by 1997 Wisconsin Act 300

Noted.

ADMINISTRATIVE RULES UPDATE

Administrative Rules Flow Chart

The rule making process was explained.

Rules Subcommittee

The committee agreed that the entire committee should be involved in the initial drafting of the administrative rules. In addition there was a committee consensus that the rules should be as consistent between each section of the board as possible, eg. examination candidates prequalifying for examination.

They understood that once confirmed, each Section would determine its recommendations for rules promulgation and forward them to the Joint Board for review.

Promulgation Of Rules

Mr. Hall explained that the next step in the promulgation of the rules would be to draft a scope statement to enable the committee to start drafting of the administrative rules. He will draft the scope statement so that a rules draft can be discussed at the next meeting.

EXAMINATIONS

Examination Development Update

Darwin Tichenor of the Office of Examinations informed the Committee that the first soil science examination is scheduled for September 1999 and the department will be using the exam administered by the Council of Soil Science Examiners.

The first hydrology examination is scheduled for January 2000. Question writing has begun and the Office of Examination would like an exam bank of 600-700 questions. Exam question review will begin in April. Mr. Tichenor informed the members that the exam proposal at this time is to have a fundamentals exam and a practice exam for either surface water and watershed or groundwater.

The Department plans to develop the hydrology exam with the American Institute of Hydrology. It will be used nationally by the American Institute of Hydrology.

The Need for Applicants to Prequalify through Education and/or Experience for Sitting for Examination, 1/25/99

MOTION: Joan Underwood moved, seconded by E. Jerry Tyler, to recommend to Secretary Cummings that applicants be allowed to sit for the Fundamentals examination during the final semester of the senior year of school . Motion carried unanimously.

MOTION: Joan Underwood moved, seconded by Robert Karnauskas, to recommend to Secretary Cummings that applicants must have a bachelors degree and 4 years qualifying experience or a graduate degree and 3 years experience to sit for the practice examination. Motion carried unanimously.

MOTION Joan Underwood moved, seconded by Fred Birts, to recommend to Secretary Cummings that applicants be prequalified to sit for the practice examination. Motion carried unanimously.

MISCELLANEOUS CORRESPONDENCE/INFORMATION

Nothing to report at this time.

NEW BUSINESS

“The Committee requested that the E-mail message of Secretary Cummings 2/5/99, regarding Wetland Scientists be placed on the next agenda.

SUCH OTHER ITEMS AS AUTHORIZED BY LAW

None.

ADJOURNMENT

The meeting adjourned at 4:00 p.m. by consensus.